

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
**ADMINISTRATIVE ASSISTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** CANDIDATES ON CURRENT EXAM LISTS OR LATERAL TRANSFER

**Location:** River Valley Services- Administration

**Job Posting No:** CV-74279

**Hours:** Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours per week

**Salary Range:** \$52,364 - \$67,762 Annually

**Closing Date:** November 1, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties include:** Acts as a confidential assistant to the Chief Executive Officer and Associate Director for Clinical Operations of River Valley Services; assists these positions by performing high level administrative tasks through interaction with the public and routine contacts with the Office of the Commissioner and other state executives; acts as a liaison between the CEO and RVS Managers, Network Agency Directors, RVS Advisory Board Members, Clients, Staff and the General Public. Independently responds to client phone calls, requests and complaints, utilizing positive customer service; maintains the CEO's and Associate Director for Clinical Operations schedules coordinating RVS and statewide obligations; independently collects information, drafts agendas, composes minutes, distributes materials for the RVS Management Team, Agency Directors Committee, Program Management Committee and Governing Body; acts as confidential liaison concerning HR issues between Labor and Management; coordinates the annual performance appraisal process with HR; prioritizes and coordinates data and assignments for action from the CEO and Associate Director for Clinical Operations; establishes and maintains files as needed for agency documents; maintains confidential files, including personnel records; coordinates and tracks annual PARS process; maintains optimal functioning of automated office equipment and software; coordinates monthly review of cell phone billing; maintains adequate inventory of supplies; coordinates the annual CT State Employees Campaign for Charitable Giving; completes special projects such as PowerPoint presentations to the Joint Commission; updates RVS web page and creates brochures; maintains and updates DMHAS and Agency policies and procedures; coordinates travel authorizations and personal service agreements when necessary; anticipates details of CEO responsibilities and assists with time management and scheduling.

**Knowledge, Skills and Abilities:** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

**General Experience:** Four (4) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:** One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**EMAIL: [RVS-RECRUIT@CT.GOV](mailto:RVS-RECRUIT@CT.GOV)**  
**FAX: (860) 262-5055**  
**RIVER VALLEY SERVICES**  
**Office of Human Resources ~ ATTN: Recruitment**  
**P.O. Box 351 ~ Middletown, CT 06457**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **NP-3**